

RESPONSIBILITIES

4003

(No. 8 May 1999)

TRAINING RESPONSIBILITIES

4003.1

(No. 8 May 1999)

DEPARTMENT RESPONSIBILITIES

4003.2

(No. 8 May 1999)

In accordance with the Strategic Plan, the Department is responsible for the professional development of its human resources to fulfill its mission.

DIRECTOR

4003.2.1

(No. 8 May 1999)

It is the responsibility of the Director to maintain the standards of the Department.

The basic responsibility for implementing training rests with the Director. The Director establishes policy, determines program objectives and identifies program priorities as guidance for the Department's training efforts.

SUPERVISOR

4003.2.2

(No. 14 March 2001)

Each supervisor at every level will identify the training needs of those classes and positions under his or her immediate direction. Such needs are most often identified through observation of on-the-job performance and comparing observed performance with the acceptable standard of performance, and an annual review of the training needs identified in an employee's Individual Development Plan (IDP). If a deficiency that can be mitigated by training is identified, the supervisor will use remedial courses when available, provide additional on-the-job training, or locate courses to meet the need, departmental training programs may be utilized only if the employee meets the prerequisite course admittance criteria.

EMPLOYEE

4003.2.3

(No. 8 May 1999)

Each employee is responsible for:

- Participating fully in all training assigned by the Department.
- Participating in drills to maintain skills gained through training.
- Seeking training opportunities and reporting training opportunities to his or her supervisor, to improve on-the-job performance.

REGION CHIEF

(No. 8 May 1999)

4003.2.4

The Region Chief provides region-wide program management. The Region Training Officer acts as a liaison between the state and unit levels and assists units in implementing and maintaining their training programs.

The region Training Officer will:

- Administer the regional training program.
- Assess the regional training needs.
- Facilitate/conduct the delivery of region courses.
- Provide program leadership, coordination and direction to units within the region.
- Provide program advice and input to department level training program administration.
- Facilitate and supervise the maintenance of employee training records and region training program history.
- Conduct periodic review of region financial resources committed to training programs for efficiency and consistency with the mission, vision and values of the Department.

UNIT CHIEF

(No. 14 March 2001)

3.2.5

The Unit Chief provides unit-wide program administration. Unit Training Officers implement the Unit Chief's training program.

At the unit level the Training Officer is responsible to:

- Administer the Unit Training Program.
- Facilitate/conduct the delivery of unit core courses.
- Facilitate/conduct the delivery of unit elective courses as determined by unit assessed need.
- Assess the unit training needs, consistent with needs related to employee performance, safety record/history, external mandated needs, unit Emergency Resource Directory (ERD) deficiencies, conformance with policy and other identified needs.
- Provide the annual skills assessment as defined by Section 4036.
- Facilitate and supervise the maintenance of employee training records and unit training program history.
- Provide training program leadership to all levels of the unit management structure.
- Conduct periodic review of unit financial resources committed to training programs for efficiency and consistency with the mission, values and vision of the Department.
- Provide periodic evaluation of employee proficiency and facilitate or make recommendation to region level those adjustments that will effect correction.
- Supervise the training program of designated apprentices.

- Develop and monitor unit training plans consistent with the mandates of the Department.
- Foster relationships, participate in, and encourage cooperative efforts with external training program resources.

PROGRAM RESPONSIBILITIES

4003.3

(No. 8 May 1999)

DEPARTMENT TRAINING CHIEF

4003.3.1

(No. 8 May 1999)

The Department Training Chief provides overall coordination of the Department's training effort, acts as liaison with the Department of Personnel Administration, Cal/OSHA, and other state or national training and safety agencies. The Training Chief also serves as staff advisor to the Department's Executive Advisory Council (EAC) on training matters and prepares the Department's Master Training Plan.

The Department Training Chief is responsible to provide direction for:

- The Departmental training program.
- Install and maintain a career development program available to all employees.
- Participate in interdepartmental training where such activity is determined to be effective, efficient and economical.
- Conduct training course evaluations, and evaluate the Department's overall training program annually.
- Conduct periodic review of resources expended to meet the Department's mission.
- Maintain a current internal training policy consistent with Department of Personnel Administration (DPA) regulations.
- Facilitate and supervise the maintenance of employee training records and history of Department course delivery.
- Provide program leadership to Sacramento Headquarters, the region and unit consistent with the mission, vision and values of the Department.
- Evaluate the results of the Department's training program and make recommendations to management to facilitate more effective change.

STATEWIDE TRAINING WORKGROUP

4003.3.2

(No. 8 May 1999)

The Department Training Committee is a standing committee, composed of the Department's Training Chief, representatives from each region, headquarters Fire Protection section, Resource Management, Office of the State Fire Marshal; Planning, Public Affairs, and Legislation, Management Services staff and CAL FIRE Firefighters. They assist in establishing training goals and objectives, recommend policies and periodically review and evaluate Department training.

The responsibility of the Department's Training committee is to:

- Ensure that there is an aggressive training program available designed to provide employees at all levels and in all classes with the attitudes, knowledge and skills necessary to perform their assignments in an acceptable manner.
- Ensure that department managers are provided training equivalent to that necessary to maintain contemporary management skills.
- Ensure that managers are provided with the opportunity for increasing their knowledge through a management development training program.
- Ensure that fair and equitable training opportunities are provided employees so that they may identify their career potential and participate in a career development program within the Department's structure.
- Ensure that safety is recognized as a fundamental part of training and as such is included as a vital segment of all department training programs.
- Ensure that all training programs are offered to the extent that all employees are allowed access regardless of race, gender, physical ability and/or religion.
- Ensure that the financial resources of the Department are utilized in an efficient manner.
- Establish short and long term goals with associated objectives to meet the mission of the Department within the allotted financial restraints.
- Provide the Executive Advisory Committee with proposed changes in core courses on a yearly basis.
- Facilitate the coordination of statewide training programs.
- Provide recommendations to management on training policy.
- Periodically review, evaluate and approve the Department's training curricula to ensure that current and future assessed needs are met in an efficient, effective and financially prudent manner.
- Provide recommendation to management on issues relating to course delivery balancing with financial resources.
- Provide direction for future course development based on assessed need.
- Provide management, at least annually, a prioritized listing of courses, identified as Department (Academy) level core, based on assessed and/or projected need.
- Prioritization will be based upon established priorities as defined in Section 4024.
- Review and act on recommendations of advisory work groups.

CAL FIRE TRAINING LEVELS

4003.4

(No. 14 March 2001)

The California Department of Forestry and Fire Protection utilizes four basic levels of responsibility for its training program: department, program, region and unit. The Department training program operates within a traditional chain of command process, from the Department to the region, then to the unit.

DEPARTMENT LEVEL TRAINING

4003.4.1

(No. 8 May 1999)

Department level training consists of national, state, and Academy developed courses. The list of courses to be delivered is created annually. The Statewide Training Workgroup will provide the Department Training Chief an annual prioritized listing of needed courses. The listing shall be based on assessed need and course availability.

The Department Training Chief will provide the Executive Advisory Committee (EAC) an annual recommendation of departmental level core courses to be delivered each year. EAC will determine and approve the actual courses to be delivered within the scope of budget allotment.

PROGRAM LEVEL TRAINING

4003.4.2

(No. 8 May 1999)

CAL FIRE is functionally organized into five program areas: Fire Protection; Resource Management; Office of State Fire Marshal; Management Services; and Planning, Public Affairs, and Legislation. Programs may assess need and develop courses they have identified as being a priority. Programs shall allocate program funds to the development and delivery of curricula that they deem to be needed outside of the Department's plan for course development.

REGION LEVEL TRAINING

4003.4.3

(No. 8 May 1999)

Training delivered at the regional level consists of national, department and regionally developed courses.

UNIT LEVEL TRAINING

4003.4.4

(No. 14 March 2001)

Training delivered at the local level consists of national, department, region, program, and locally developed courses.

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